

SEPTEMBER 12, 2007 MINUTES
RECRUITMENT AND RETENTION COMMITTEE
LOUDOUN COUNTY FIRE RESCUE COMMISSION

ATTENDANCE:

Co.	Name	Attended		Co.	Name	Attended
1/20				11/18	Bev Taylor	Yes
2	Jim Guttierrez	No		12	Sheila Brendel	No
3	Allie Love	Yes		12	Elaine Walker	Yes
4	Matt Mutschler	No		13	John Palm	Yes
5				14		
6/23	Barbara Murphy	Yes		15	Kara Brown	No
6/23	Loring Dixon	No		15	Gwen Kjellberg	Yes
7	Scott Marks	No		15	Bill Lyden, Chair	Yes
8	Clay McCuistion	Later		16		
9/19	Christine Crabill	Yes		17	Hank Houde	No
10				LCFR	Karen McQuaid	Yes
11/18	Dan Cahill	Yes				

Guests: Cliff Walker (Co. 12), Stan Murphy (Co. 6)

Bill Lyden called the meeting to order at 1930.

R&R SPECIALIST VACANCY:

Karen McQuaid reported that 32 applications were received for the vacancy of which 14 were considered qualified. Each of the 14 has volunteer fire or rescue experience. Interviews will start on October 2 with the expectation that the specialist will be on board by the end of October.

Chris Lichvar continues as a temporary employee working on the photo ID project.

LEADERSHIP WORKSHOPS:

Bill Lyden and Gwen Kjellberg met with Sara Gaba of Renaissance Resources by phone in August and September to develop the requirements for the first two workshops. Contact Bill if interested in participating in future calls.

Flyers have been distributed to all companies and to the VA R&R networking group describing the workshop subjects, dates, location and enrollment details:

- September 16 (Sun): Leadership vs. Management
- September 29 (Sat): Coaching & Mentoring

- November 4 (Sun): Conflict Resolution
- December 1 (Sat): Change Management

Each workshop will be held at Station 25, 46700 Middlefield Dr., Sterling from 9am-2pm with lunch provided. Email R&Rchair@loudoun.gov to register.

As a reminder, VA OEMS is sponsoring two of the Keeping the Best retention modules in Salem (October 12-13). Maximizing Your Retention Efforts and How to Use EMS Retention Principles will be offered at both locations. See www.vaems.org/aemer for details or contact Bill or Karen for more info, flyers were sent to each station.

LCFR TRAINING COMMITTEE AND DRAFT FRG:

Bev Taylor explained that the purpose of the Committee is to be a liaison between staff (training and battalion chiefs) and the volunteers, also to be a sounding board for the volunteers. Doug Rambo had suggested a workgroup be formed to enable the volunteers and the training staff to communicate more about training. The current members of the Committee are Linda Hale, Wagner Grier (chair) and Bev Taylor. Pat Brandenburg was previously a member. The next meeting will likely be held in September. It is not known whether station training coordinators have been advised of the existence of the Training Committee.

Bill attended the last meeting in Bev's place during which a discussion of class no shows was held as well as the effects that no shows have on the training staff and volunteers.

The R&R Committee discussed at length possible ways to reduce or eliminate no shows from all classes in general and in particular for limited enrollment classes for which the maximum enrollment has been reached. Volunteer frustration at not receiving acknowledgment of their TD-TR (whether accepted or not) continues to be a focus and lack of acknowledgement is assumed to be a contributing factor to the number of no shows for all classes.

Creation of a new FRG defining a wait list process was suggested as a solution to address the limited enrollment class no show issue. The steps of the FRG would provide acknowledgement of TD-TRs to volunteers and create a wait list process to fill a class in the case of no shows. Karen will create and email a draft FRG by September 14 for comment by those at this meeting. Bill will use the final version to initiate the FRG approval process during September.

Karen expects testing of the automated training advisory system to start in January/February 2008.

FALL 2007 RECRUITMENT CAMPAIGN:

The fall 2007 campaign started on September 10 and will continue through October 12-13.

Karen has contacted each radio group to ensure that the ads are rotated between admin, fire and rescue.

The Media Transit bus ad representatives have not been available to finalize an order. Bill noted

that the price for a 'king' size ad is \$4760 and for the 'full back' of a bus is \$5490 for a total of \$10,250/yr. The Committee will need to decide whether to use two 'king' size ads on each side of one or two buses.

Karen encouraged everyone to give out more recruitment posters and to find more locations that will accept them.

FY 07 RECRUITMENT AND COMPANY STATISTICS

Karen distributed company statistics (compiled from the non-mandatory retirement points program) and recruitment statistics (compiled from the answerthecall website and dedicated phone line) for FY07. Statistics provided include inquiry referrals by source, per company statistics (referrals, member action, age and length of service, member type), County four year membership trends and certification statistics for FY06 and 07 and for 08 training to date.

UPCOMING EVENTS:

Fire Prevention Week open houses and websites:

Date/time	Company	Website
October 6, 10-4 (rain date, October 7)	11 – Sterling Fire	www.svfd.org
October 6, 1 pm - 4pm	8 – Philomont Fire	www.philomontvfd.org
October 13, time??	2 – Purcellville Fire	www.purcellvillefire.org
October 14, 1 pm - 4pm	12 – Lovettsville Fire & Rescue	None found
October 14, 1 pm - 4pm	9 – Arcola Fire & Rescue	www.arcolavfd.org
October 23, 1 pm - 4pm	6 – Ashburn Fire & Rescue	www.ashburnfirerescue.org

Community events:

- 1st Sunday of each month, 8 am-noon, Pancake Breakfast, Ashburn Fire & Rescue
- 2nd Wednesday of each month, noon, Community Lunch, Neersville Fire
- October 13, Chili Cook Off, time??, Neersville Fire Auxiliary

October 16: Junior Women's Club of Loudoun; need representative to attend this evening meeting, contact Karen if interested.

November 13, 14, 15: Company points year end check in; R&R Committee reps sign up at October R&R meeting; two check in nights will be held at the Training Center and one will be held at company 13.

MONTHLY VOLUNTEER ORIENTATION:

The next orientations are scheduled for September 20, October 24, November 20 and December 13. Presenters are still needed for each orientation.

OTHER:

Barb Murphy represented the Committee at the August 18 Junior Women's Club of Loudoun Silent Auction at Tarara Winery.

A proposed FRG has been drafted to establish an awards committee and to define the roles and responsibilities for awarding LCFR system awards. Karen will email the proposed FRG to the R&R Committee for comment.

The Board of Supervisors public safety meeting will be held on September 17 at which company incident statistics will be published.

The location for INOVA physicals changed from Reston to Chantilly in mid August, updated forms are online.

The next volunteer graduation ceremony will be held at the end of January 2008.

The next meeting will be held on October 10 at 1930 at the Training Center.

The meeting was adjourned at 2105.